

Notice of Intent to Terminate

Date:

To:

From

Subject: Notice of Intent to Terminate

Dear ,

This letter serves as formal notice of intent to terminate the following agreement:

Agreement Title/Description:

Agreement Date:

The termination will be effective as of , in accordance with the terms and conditions set forth in the agreement. Please consider this notice to meet the required notice period specified within the agreement.

Should you have any questions or require further information, please contact me at your earliest convenience.

Sincerely,